

Data Privacy Policy for Alpha Academy Inc.

Introduction

Alpha Academy Inc. ("Alpha Academy," "we," "our," or "us") is committed to protecting the privacy and security of our students, parents, staff, and other stakeholders. This Data Privacy Policy outlines our practices regarding the collection, use, storage, and disclosure of personal information. As a tuition-free public school, we are dedicated to maintaining transparency and ensuring that all data handling practices comply with applicable laws and regulations.

Scope of the Policy

This policy applies to all personal information collected by Alpha Academy, including but not limited to information from students, parents, guardians, staff, and visitors to our website. Personal information refers to any information that can identify an individual directly or indirectly.

Collection of Personal Information

Types of Information Collected

We collect various types of personal information, including but not limited to:

- **Student Information:** Name, address, date of birth, gender, academic records, health information, disciplinary records, and special education needs.
- **Parent/Guardian Information:** Name, contact details, relationship to the student, and emergency contact information.
- **Staff Information:** Name, address, contact details, employment records, and qualifications.
- **Website Visitors:** Information collected via cookies and similar technologies, such as IP addresses, browser type, and browsing behavior.

Methods of Collection

Personal information is collected through various means, including but not limited to:

- Enrollment forms and other school-related documentation.
- Online forms and applications.
- Direct communication with students, parents, guardians, and staff.
- Automated collection through our website and online platforms.

Use of Personal Information

We use personal information for the following purposes:

- **Educational Purposes:** To provide and manage educational services, including teaching, assessment, and extracurricular activities.
- **Communication:** To communicate with parents, guardians, and staff regarding school activities, events, and updates.
- **Health and Safety:** To ensure the health and safety of students and staff, including managing health records and emergency contact information.
- **Administration:** To manage school operations, including enrollment, attendance, and staffing.
- **Compliance:** To comply with legal obligations and regulatory requirements.

Storage and Security of Personal Information

Data Storage

Personal information is stored in secure physical and electronic formats. We implement appropriate technical and organizational measures to protect personal information against unauthorized access, alteration, disclosure, or destruction.

Security Measures

We employ a range of security measures to safeguard personal information, including but not limited to:

- Encryption of electronic data.
- Secure physical storage for paper records.
- Access controls and authentication protocols.
- Regular security audits and assessments.
- Staff training on data privacy and security best practices.

Disclosure of Personal Information

We do not disclose personal information to third parties except in the following circumstances:

- **With Consent:** When we have obtained explicit consent from the individual or their parent/guardian.
- **Legal Requirements:** To comply with legal obligations, such as court orders or subpoenas.

- **Service Providers:** To third-party service providers who perform functions on our behalf, provided they agree to comply with our privacy policies and applicable laws.
- **Health and Safety:** When necessary to protect the health and safety of students, staff, or the public.

Data Retention

We retain personal information only for as long as necessary to fulfill the purposes for which it was collected, or as required by law. Once personal information is no longer needed, we will securely delete or anonymize it.

Rights of Individuals

Individuals have the following rights regarding their personal information:

- **Access:** The right to request access to their personal information.
- **Correction:** The right to request corrections to inaccurate or incomplete personal information.
- **Deletion:** The right to request the deletion of personal information, subject to legal and contractual obligations.
- **Restriction:** The right to request restrictions on the processing of personal information.
- **Objection:** The right to object to the processing of personal information for specific purposes.
- **Portability:** The right to request the transfer of personal information to another organization, where technically feasible.

Exercising Your Rights

To exercise any of these rights, individuals should contact us using the contact details provided below. We will respond to requests in accordance with applicable laws and within a reasonable timeframe.

Updates to This Policy

We may update this Data Privacy Policy from time to time to reflect changes in our practices or legal requirements. When we make changes, we will update the "Effective Date" at the beginning of this policy and provide notice as required by law.

Contact Us

If you have any questions or concerns about this Data Privacy Policy or our data handling practices, please contact us at:

Alpha Academy Inc.

8030 Raeford Rd

Fayetteville, NC , 28304

it@alphaacademy.net

910-479-6355 Ext. 405

Conclusion

Alpha Academy Inc. is committed to protecting the privacy and security of personal information. By adhering to this Data Privacy Policy, we aim to ensure that all personal information is handled with care, transparency, and in compliance with applicable laws and regulations. Thank you for entrusting us with your personal information and supporting our commitment to data privacy.